

## TYPING CERTIFICATE INSTRUCTIONS

*A typing certificate must be submitted with your application.* Criminal Records Specialist and Police Communications Dispatcher require typing 40 net words per minute. Typing certificates may be obtained at the following locations:

Please call to schedule an appointment at any of the locations listed below:

### FLAGSTAFF-AREA APPLICANTS

<u>LOCATION</u>	<u>PHONE</u>	<u>FEE</u>	<u>HOURS</u>
<b>Kelly Services</b> 2268 N. Walgreen St. #101 Flagstaff	928/526-5662	\$10.00 cash/m.o.	Please call for appointment

### TUCSON-AREA APPLICANTS

<u>LOCATION</u>	<u>PHONE</u>	<u>FEE</u>	<u>HOURS</u>
<b>Kelly Services</b> 5151 E. Broadway Ste 100, Tucson	520/748-2681	\$10.00 cash	8:00a.m -12:00p.m; 1:00-5:00p.m
<b>Randstad</b> 7840 E. Broadway Ste 100, Tucson	520/751-8775	\$6.00 cash	7:00 a.m. - 5:00 p.m.

### PHOENIX-AREA APPLICANT

<u>LOCATION</u>	<u>PHONE</u>	<u>FEE</u>	<u>HOURS</u>
<b>AZ Dept. of Economic Security</b> West Valley Job Service	623/247-3304	No Charge	Please call for appointment

3406 N. 51<sup>st</sup> Ave., Phoenix

<b>Kelly Services</b> 3030 N. 3 <sup>rd</sup> St., Ste 1040, Phoenix	602/264-0717	\$10.00 cash/m.o.	8:00 a.m. – 4:00 p.m.
1400 E. Southern Ave., #410, Tempe	480/838-8405	\$10.00 cash/m.o.	8:30 a.m. – 3:00 p.m.
8283 N. Hayden Rd., Scottsdale	480/998-0571	\$10.00 cash/m.o.	8:00 a.m. – 5:00 p.m.
8147 E. Evans Rd., #3, Scottsdale	480/998-5938	\$10.00 cash/m.o.	8:00 a.m. – 5:00 p.m.
10575 W. Indian School Rd., Avondale	623/772-9839	\$10.00 cash/m.o.	8:00 a.m. – 5:00 p.m.

<b>Westaff</b> 2702 N. 3 <sup>rd</sup> Street, Ste 4008, Phoenix	602/604-6100	\$6.00 cash	8:00 a.m. – 3:00 p.m.
3101 W. Peoria Ave., Ste 106, Phoenix	602/993-1888	\$8.00 cash	8:00 a.m. – 5:00 p.m.
9280 S. Kyrene, Ste 119, Tempe	480/753-4325	\$8.00 cash	8:00 a.m. – 5:00 p.m.

<b>Randstad</b> 4747 N. 7 <sup>th</sup> St., Ste 140, Phoenix	602/200-3910	\$6.00 cash	9:00 a.m. – 4:00 p.m.
1400 E. Southern Ave., Ste 345, Tempe	480/345-2599	\$6.00 cash	9:00 a.m. – 4:00 p.m.

In addition to the above locations, vocational schools and community colleges might also be willing to provide certification of typing scores. Call institutions in your area to check on policies.

If you already have a typing certificate issued within the past twelve months from a recognized service or institution, you do not need to re-test. Just attach a copy of it to your application.

If you have any questions, or experience any problems with obtaining certification, please call Human Resources at 602/223-2290.

